



## JOIN THE RECREATION TEAM AT MORGAN HILL'S NEW CENTENNIAL RECREATION CENTER!

The City of Morgan Hill is recruiting for a **Building Coordinator - Part-Time Temporary** for the new Centennial Recreation Center ([www.mhrcr.com](http://www.mhrcr.com)). This is a 20 hour a week (afternoons, evenings, and Weekends), un-benefited, temporary position.

Salary range is from \$14 to \$18/hr with no benefits.

### Duties:

- Reviews the details of events scheduled at the CRC for which responsible as a "manager-on-duty" and confers with facility staff to ensure a common understanding of what's occurring, when it's occurring and what's expected from the facility.
- Ensures evening and weekend staff work together well during all phases of facility operations.
- Coordinates and oversees scheduled activities through the facility and is available to answer questions or provide additional customer service.
- Routinely walks through facility without being intrusive protect the mutual interests of the CRC and facility users by providing safe events that proceed as scheduled and planned.
- Provides department information to facility users if requested or necessary.
- Performs various set-up and clean-up responsibilities so that the facility is kept safe, clean and ready for the next event.
- Cleans and maintains restrooms and other facilities as needed throughout the CRC.
- Assists in maintenance of the CRC facility.
- Will provide coverage for other positions at the CRC to ensure that quality service is provided at all times.
- Answers phones and uses computer software to assist customers in signing up for membership, registering for classes, or purchasing merchandise.
- Ensures facility is properly secured each evening to safeguard the facility from theft and vandalism.
- Stocks vending machines and manages vending machine inventory.
- Performs other job related responsibilities as apparent or assigned.

### Requirements:

- High School graduation or the equivalent.
- Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
- Willingness and ability to work outside normal business hours.
- Must have knowledge of methods, tools, and equipment used in the maintenance of public buildings and facilities; work safety practices and procedures.
- The ability to use basic computer applications.
- Must be able to work independently, often with limited supervision or direction; adhere to safety procedures, practices and policies of the City; establish and maintain effective work relationships with City staff and the general public; communicate effectively, orally and in writing; and lift boxes and other objects weighing up to 50 pounds.
- Pass a mandatory drug screen, TB test and fingerprinting/background check prior to hire.

For additional information, contact Karen Lengsfeld, Human Resources Representative, Recreation & Community Services, at 408-782-0008 or Chris Ghione, Recreation Supervisor at 408-782-2128 x801. Applications are available at Morgan Hill City Hall, 17555 Peak Ave., Morgan Hill, 95037 or can be downloaded at [www.morganhill.ca.gov](http://www.morganhill.ca.gov) (e-service center/onlineforms/employment application).